CHAPTER 14

CM/ECF REPORTS

Docket Report

Claims Register/Claims Listing/Claims Summary

Creditor Labels

Cases Report

Docket/Claims Activity

ECF Activity

341 Meeting Calendar

Calendar Events

Calendar - Daily

CM/ECF Reports

The following modules demonstrate the steps to take to run and print CM/ECF Reports. To optimize performance, always log in with your CM/ECF login first and then your PACER login when required. The only report that **does not** require a PACER login is the Mailing Labels 2 Column PDF Format.

Note: We ask that you do not run reports between the hours of 10:00 AM and 3:00 PM. This is the heaviest processing time and will slow the system for both you and the Clerk's office.

STEP 1 Click the Reports hypertext link on the CM/ECF Main Menu.

STEP 2 The **Report Events** screen displays. **(See Figure 1)**

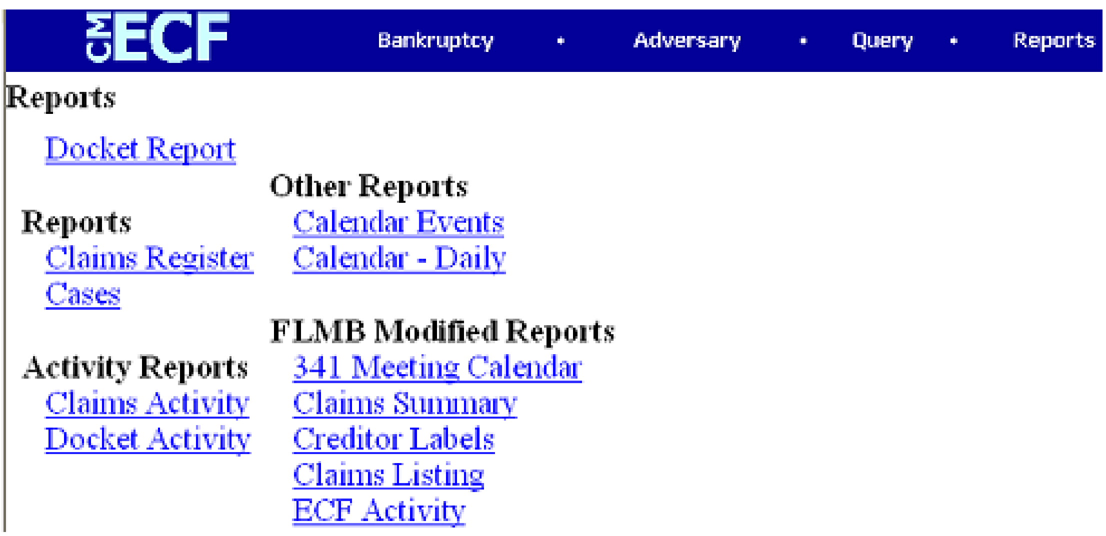
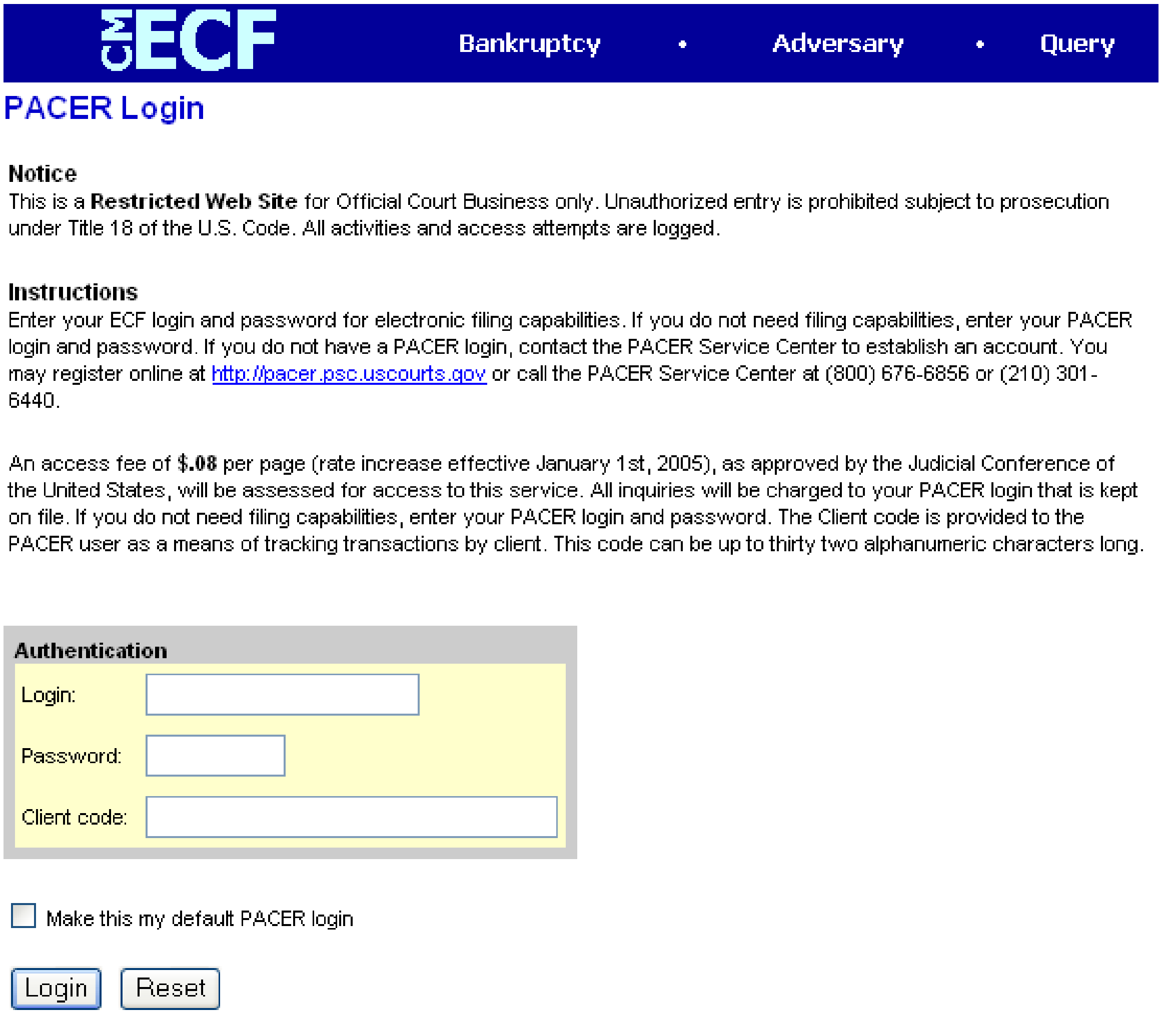


Figure 1

STEP 3 The **PACER Login** screen displays. **(See Figure 2)**



CM ECF Bankruptcy • Adversary • Query

PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at http://pacer.psc.uscourts.gov or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of **$.08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

Make this my default PACER login

Login Reset

Figure 2

- Enter the PACER **Login**.
- Enter the PACER **Password**.
- Enter a **Client Code**, if any.
- Click **[Login]** to continue.

Docket Report

This module demonstrates the steps to take to display or print a Docket Report for an ECF case.

STEP 1 Click the Reports hypertext link on the CM/ECF Main Menu.

STEP 2 The **Report Events** screen displays.

– Click the Docket Report hypertext link.

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STEP 3 The **Docket Sheet Request** screen displays. **(See Figure 3)**

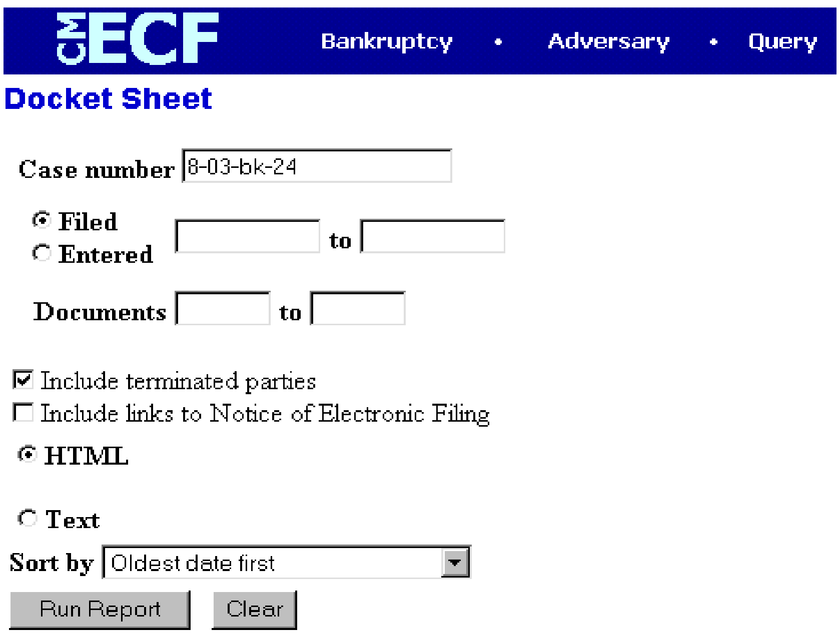


Figure 3

– Enter the complete case number (office code-yy-[bk or ap]-nnnnn).

– The radio button for the option **Filed** is the default. This is the recommended format to view the case docket. The option **Entered** will result in the Docket Report arranged in order of the dates documents were entered on the system.

- If you want to limit your search to a range of documents, you may do so by entering the document number range in the **Documents** XX **to** XX field.

- The report defaults to **Include terminated parties**. This is the recommended default.

- If you wish to be able to view the **Notices of Electronic Filing** pertaining to docket entries, place a checkmark in the box for the option: Include links to Notice of Electronic Filing.

- Click the down arrow **–** to reveal the list of **Sort by** options. The system defaults to Oldest Date First. The other options are:

  Most Recent Date First

  Document number Ascending

  Document number Descending

  Note: To return to the system default for all options, click **[Clear]**.

- When you have selected all options, click the **[Run the Report]** to continue.

STEP 4 The **Docket Report** displays.

- Click the down arrow **–** to scroll through the entire Docket Report.

- Clicking on a document number hypertext link will provide the *PDF* image of the filed document. Clicking on the related document number (inside the text box) will provide the *PDF* image for the document to which this docket entry is related. **(See Figure 4)**
- To print the Docket Report, click the browser **[Print]** icon.

07/16/2001	11	Order Granting Application to Employ (Related Doc # 9). Signed on 7/16/2001. (Monaghan, Susan) (Entered: 01/24/2003)

Figure 4

- If the option to view Notices of Electronic Filing was selected on the Docket Sheet Request screen, a silver ball will be located to the left of the document number hypertext link. **(See Figure 5)**

07/16/2001	11	Order Granting Application to Employ (Related Doc # 9). Signed on 7/16/2001. (Monaghan, Susan) (Entered: 01/24/2003)

Figure 5

- Click the silver ball to view the **Notice of Electronic Filing**.

- The **Receipt Type** screen displays.

- Select to view the Notice of Electronic Filing in either **Html Version** or **Text Version**.

- Click **[Display Receipt]** to continue.

- The html version will contain hypertext links to the docket report and to the document PDF image. The text version contains no hypertext links.

Claims Register

The Claims Register Report shows the list of claims filed in a particular case. This module demonstrates the steps to take to generate a Claims Register Report.

STEP 1 Click the Reports hyperlink on the CM/ECF Main Menu.

STEP 2 The **Reports** screen displays.

– Select the Claims Register hyperlink.

STEP 3 The **Claims Register Information** screen displays. **(See Figure 6)**

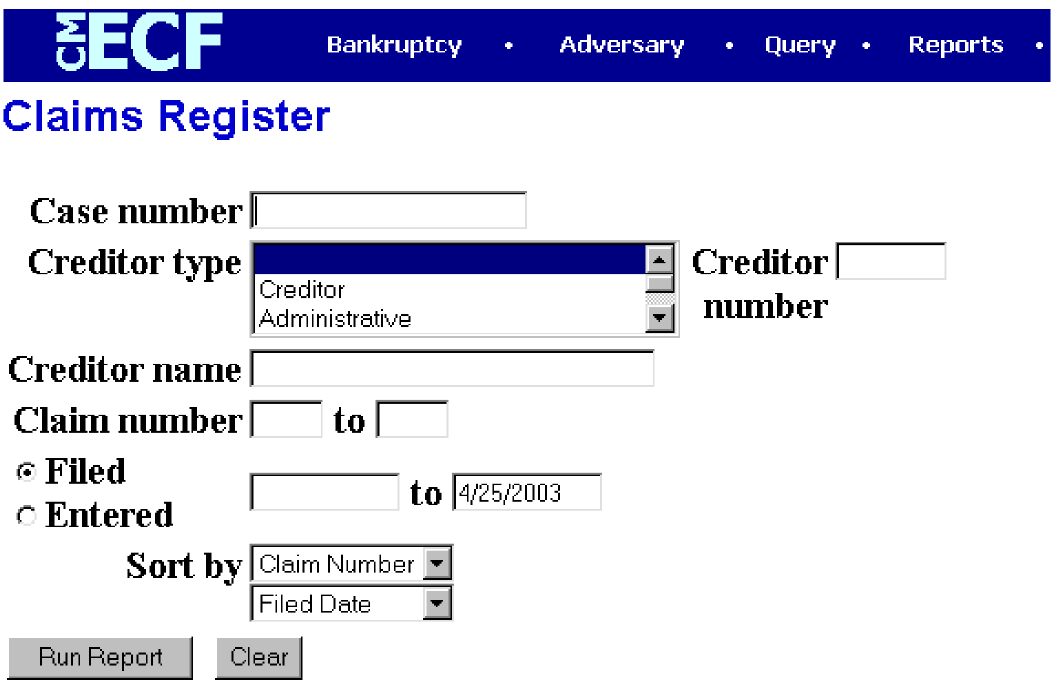


Figure 6

– Enter the complete **Case Number** (office code-yy-bk-nnnnn).

– The **Creditor Type** defaults to ‘blank’ which means ‘all’ Creditor Types will be included in the report. If you wish to limit the report to a specific Creditor Type, click the down arrow – to find and select the Creditor Type.

– The **Creditor Number** field can be used to limit the report to only one claim.

– The **Creditor Name** field can be used to limit the report to only one creditor.

– The **Claim Number** XX **to** XX field can be used to limit the report to a consecutive group of claims.

– Selecting **Filed** will result in the report showing the dates claims were filed.

– Selecting **Entered** will result in the report showing the dates claims were entered on the docket.

– The **Terminal Digits** field allows the report to be limited by terminal digit(s).

– The **Sort by** field defaults to Claim Number then Filed Date. Click the down arrow – to reveal the list of other options for report sorting:

Claim Number

Creditor Name

Filed Date

– Click **[Run Report]** to generate the Claims Register.

STEP 4 The **Claims Register Summary** displays. **(See Figure 7)**

Claims Register

8:02-bk-00001-PMG Casey Knu and Anel Merritt
Judge Paul M. Glenn
Debtor Name: KNU,CASEY

Claim No: 1	*Creditor Name:* GMAC P. O. Box Tampa, FL 33601	*Last Date to File Claims:* 07/03/2003 *Last Date to File (Govt):* 03/26/2003 *Filing Status:* *Docket Status:* *Late:* N
Claim Date: 07/02/2002	*Amends Claim No:* *Amended By Claim No:*	*Duplicates Claim No:* *Duplicated By Claim No:*
Class	**Amount Claimed**	**Amount Allowed**
Secured	$10000.00	
Total	**$10000.00**	
Description:		

Figure 7

– The claim information is displayed for the selected claim. The case name/number is a hypertext link to the docket sheet; the claim number is a hypertext link to the claim image.

– The final page of the register is the Claims Register Summary.

Claims Register Summary

Case Name: Casey Knu and Anel Merritt
Case Number: 8:2002-bk-00001-PMG
Chapter: 7
Date Filed: 06/12/2002
Total Number Of Claims: 3

	Total Amount Claimed	Total Amount Allowed
Unsecured		
Secured	$32000.00	
Priority		
Unknown		
Administrative		
Total	**$32000.00**	

Figure 8

(See Figure 8)

– To print the **Claims Register**, click the **[Print]** icon on the browser toolbar.

Claims Listing

The Claims Listing is a Florida Middle District report that can be used as an abbreviated Claims Register. It displays a list of claim numbers, creditors, file dates, and claim amounts in a particular case. Use the same criteria to run the Claims Listing as the Claims Register. **(See Figure 9)**

Middle District of Florida
Claims Register
8:03-bk-04408-MGW Robert Johnson

Judge MICHAEL WILLIAMSON
Claims Bar Date: , Chapter: 7

Claim Number	Creditor Name	Filing Date	Amount Claimed
1	Cindy Adobe	05/13/2003	$600.00
2	Vincent Perez	05/16/2003	$1500.00
3	GMAC	05/16/2003	$2500.00
4	Blue Sky Financial	05/16/2003	$1500.00
5	Cindy Adobe	05/16/2003	$650.00

Figure 9

Claims Summary

The Claims Summary is a Florida Middle District report that is similar to the Claims Register with the exception of creditor's address, filing, docket and late statuses. The Claims Summary does include the party who filed the claim. Use the same criteria to run the Claims Summary as the

Middle District of Florida
Claims Register

8:03-bk-04408-MGW Robert Johnson
Judge MICHAEL WILLIAMSON
Debtor Name: JOHNSON,ROBERT

Claim No: 1	*Creditor Name:* Cindy Adobe	*Last Date to File Claims:* *Filed by:* Trustee
Claim Date: 05/13/2003	*Amends Claim No:* *Amended By Claim No:*	*Duplicates Claim No:* *Duplicated By Claim No:*
Class	**Amount Claimed**	**Amount Allowed**
Unsecured	$600.00	
Total	**$600.00**	

Figure 10

Claims Register. **(See Figure 10)**

Creditor Labels

This module demonstrates the steps to generate a creditor mailing matrix in 3 column PDF format, to identify all records on the matrix and to identify attorneys and other parties set up for e-mail notification.

STEP 1 Click the Reports hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.

- Click the Creditor Labels hypertext link.

STEP 3 The **Mailings** screen displays. **(See Figure 11)**

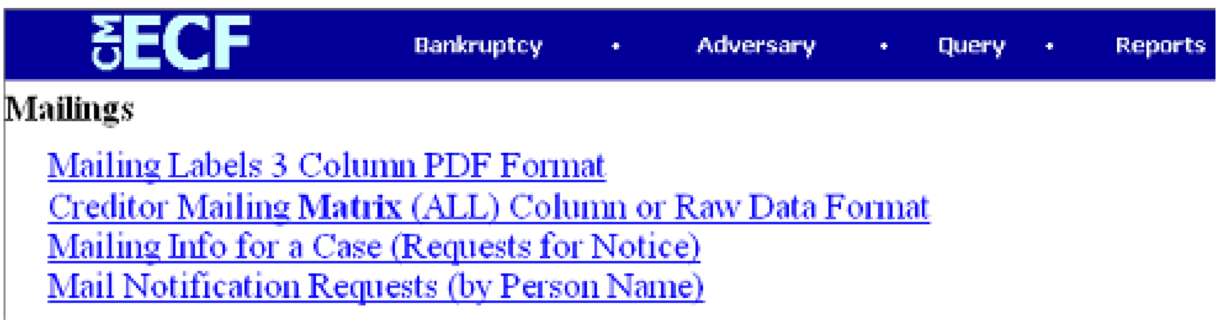


Figure 11

- From the **Mailings** screen choose from the following:
  - Mailing Labels 3 Column PDF Format
  - Creditor Mailing **Matrix** (All) Column or Raw Data Format
  - Mailing Info for a Case (Requests for Notice)
  - Mail Notification Requests (by Person Name)

Mailing Labels 3 Column PDF Format

This report is used to generate a creditor mailing matrix in 3 column PDF format. The matrix can be be printed on Avery #5160 labels or equivalent.

– Click the Mailing Labels 3 Column PDF Format hypertext link.

– The **Mailing Labels by Case** screen appears. **(See Figure 13**).

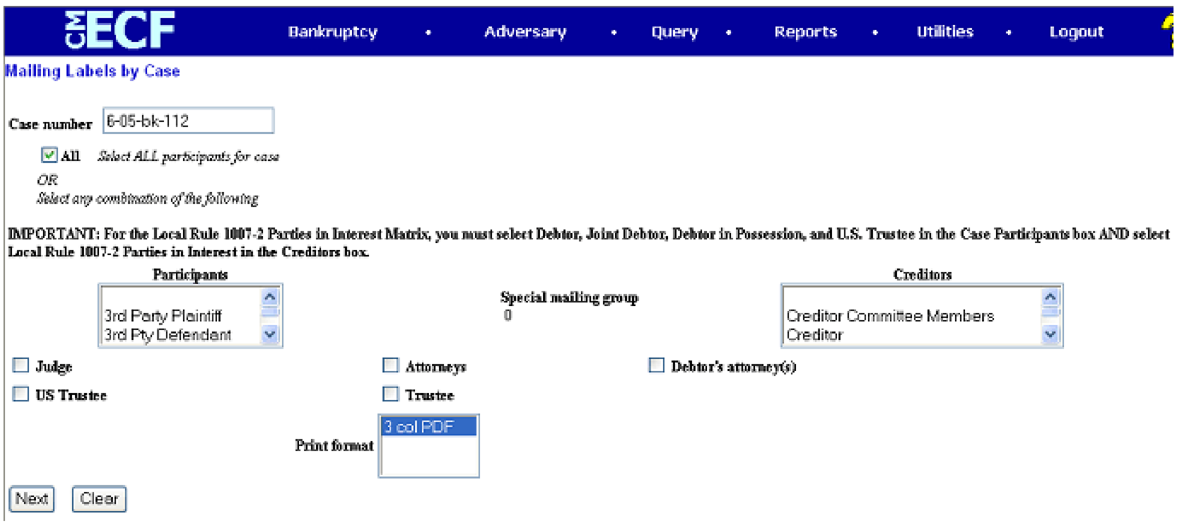


Figure 13

– Enter the complete case number (office code-yy-[bk or ap]-nnnnn).

– The **All** check box is the automatic default. You can select any combination from the **Participants** or **Creditors** Lists.

– The **Participants** list defaults to “blank”. You may select more than one participant type by holding down the **[Ctrl]** key and clicking on the Participant types.

– The **Creditors** list defaults to “blank”. You may select more than one creditor type by holding down the **[Ctrl]** key and clicking on the Creditor types.

– The **Check Boxes** are used to select only the address(es) of the person(s) that are checked. The choices are: **Judge, US Trustee, Attorneys, Trustee**, **Debtor’s attorney.**

- **Print Format:** Defaults to **3 column PDF**.

- When all selections are made, click **[Next]** to continue.

- The Mailing Matrix PDF file can be viewed, saved or printed by clicking on link**.**

Creditor Mailing Matrix (All) Column or Raw Data Format

This report lists all creditors on a particular case including those with an incomplete address.

– Click the Creditor Mailing Matrix (All) Column or Raw Data Format hypertext link **(See Figure 14)**

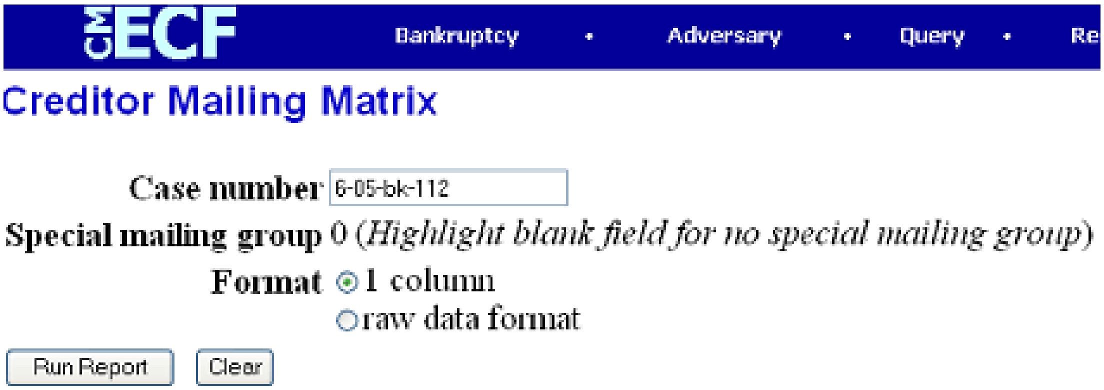


Figure 14

– Select from **1 column** or **raw data format** and click **[Run Report] (See Figure 15 and 16**)

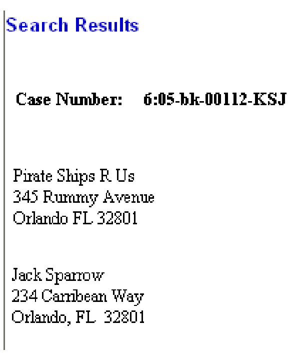


Figure 15 - 1 Column

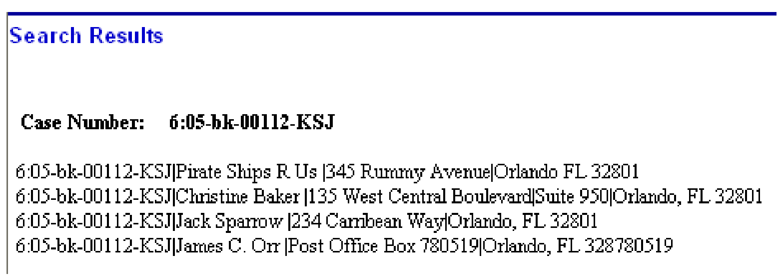
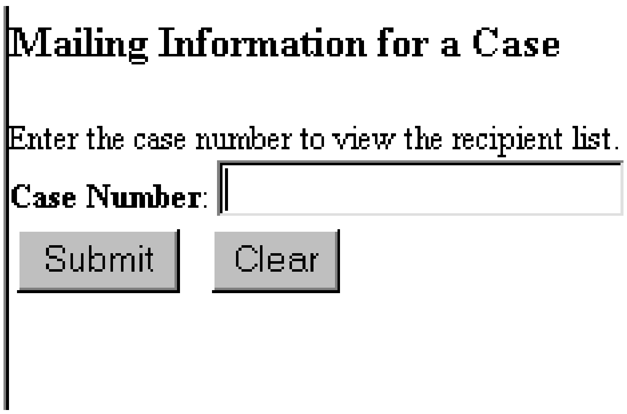


Figure 16 - Raw Data Format

Mailing Info for a Case (Requests for Notice)

This report will lists all attorneys that will and will not receive an e-mail notification for a particular case.

– Click the Mailing Info for a Case (Requests for Notice) hypertext link. **(See Figure 17)**



Mailing Information for a Case

Enter the case number to view the recipient list.

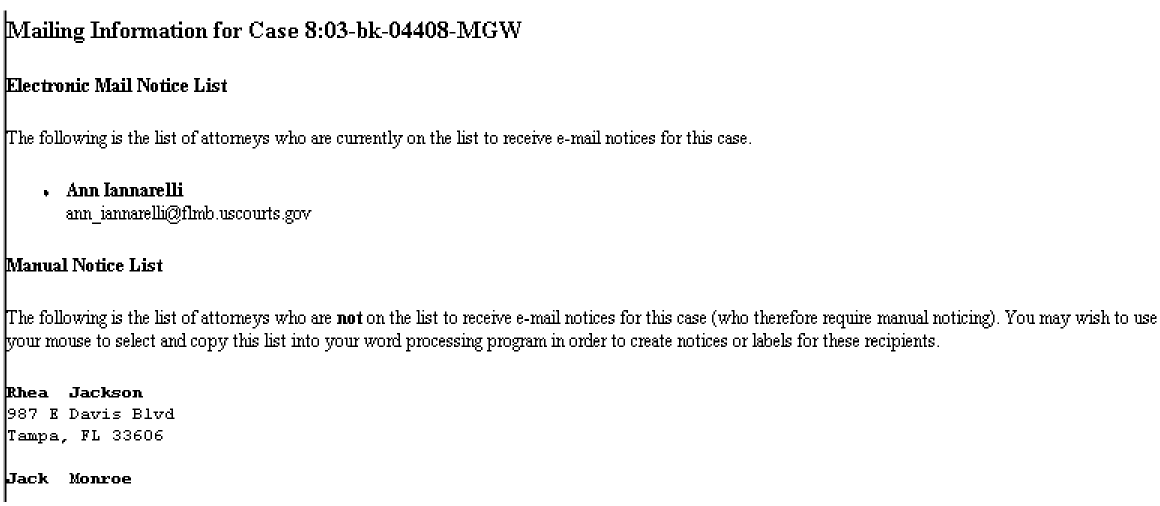
Case Number:

Submit Clear

Figure 17

– Enter the complete case number (office code-yy-[bk or ap]-nnnnn).

– Click **[Submit]**. **(See Figure 18)**



Mailing Information for Case 8:03-bk-04408-MGW

Electronic Mail Notice List

The following is the list of attorneys who are currently on the list to receive e-mail notices for this case.

- **Ann Iannarelli**
  ann_iannarelli@flmb.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

Rhea Jackson
987 E Davis Blvd
Tampa, FL 33606

Jack Monroe

Figure 18

Cases Report

This module demonstrates the steps to take to obtain a Cases Filed Report in the CM/ECF system. This report can be used to monitor cases that have been filed, discharged, dismissed, closed, and converted.

STEP 1 Click the Reports hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.

– Click the Cases hypertext link.

STEP 3 The **Report Selection Options** screen displays. **(See Figure 19)**

– The **Office** category defaults to 'blank' which means 'all' Offices will be

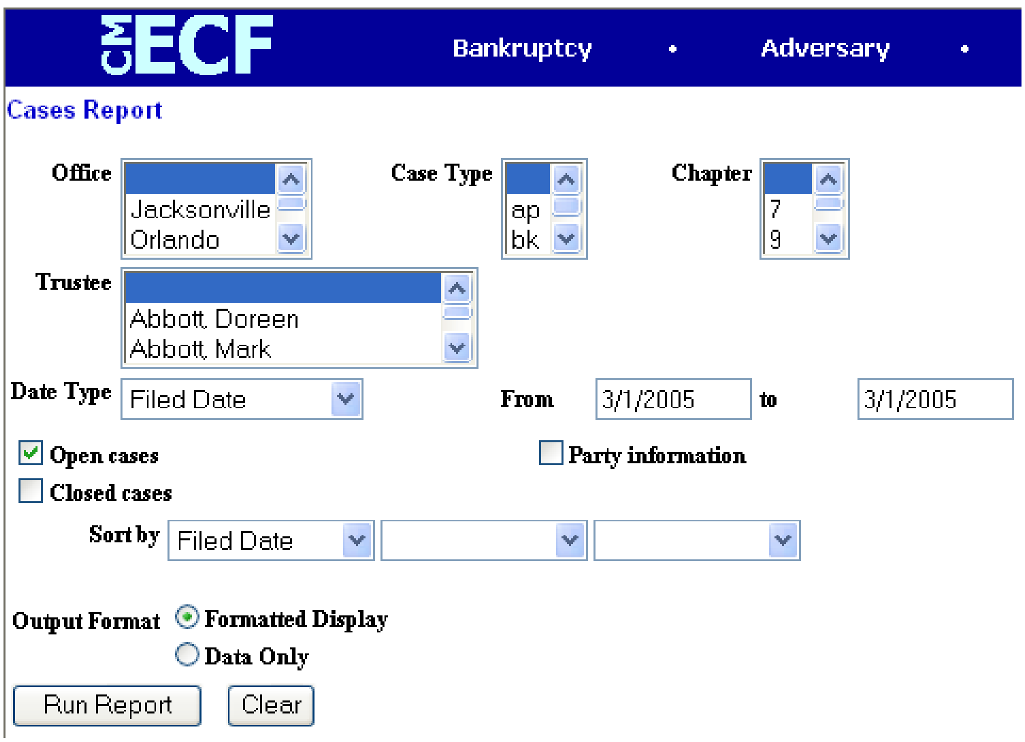


Figure 19

included in the Cases Report. If you wish to limit the report to a specific Office, click the down arrow – to select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on the additional office names.

- The **Case Type** category defaults to 'blank' which means 'all' Case Types will be included in the report. If you wish to limit the report to a specific Case Type, click the down arrow – to select the Type. You may select more than one Case Type by holding down the **[Ctrl]** key and clicking on the additional choices.

- The **Trustee** category defaults to 'blank' which means 'all' Trustees will be included in the Cases Report. If you wish to limit the report to a specific Trustees, click the down arrow – to select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on additional Trustee names.

- The **Chapter** category defaults to 'blank' which means 'all' Chapters will be included in the Cases Report. If you wish to limit the report to a specific Chapter, click the down arrow – to find the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on additional Chapter numbers.

- There are various ways to limit the results of the Cases Report. Any combination (or none) of these options may be chosen. The options are:

  - **Filed**; limits the report to cases filed during a specific period of time.

  - **Entered**; limits the report to cases entered on the system during a specific period of time.

  - **Discharged**; limits the report to cases discharged during a specific period of time.

  - **Dismissed**; limits the report to cases dismissed during a specific period of time.

  - **Closed**; limits the report to cases closed during a specific period of time.

  - **Converted**; limits the report to cases converted during a specific period of time.

  - The **Terminal Digits** field is available if you wish to limit the report to a specific terminal digit(s).

– The **Open Cases** radio box is automatically checked. If you wish to only see closed cases, un-check the Open Cases radio box and select Closed Cases.

– Click to place a checkmark in the **Party Information** radio box if you wish the report to include Party Information.

– Click to place a checkmark in the **Closed Cases** radio box if you wish the report to include Closed Cases.

– Click the down arrow – to reveal the list of options in the **Sort By** field. The report may be sorted by: Filed Date, Entered Date, Case Number, Terminal Digit, Case Type, Office, and Trustee. Up to three sort criteria may be chosen. The default is one sort, based upon Filed Date.

– When all selections are correct, click **[Run Report]** to continue.

Note: To return to the original defaults and begin again, click **[Clear]**.

STEP 4 The **Cases Report** displays. **(See Figure 20)**

8:02-bk-00051-TEB	bk	7	Marlo Thomas	Baynes Smith	*Filed:* 09/25/2002	*Office:* Tampa *Asset:* Yes *Fee:* Paid *County:* Hillsborough
8:02-bk-00052-PMG	bk	7	Ozzie Osborne	Glenn Woodard	*Filed:* 09/25/2002 *Converted:* 11/19/2002	*Office:* Tampa *Asset:* Yes *Fee:* Paid *County:* Hillsborough

Figure 20

– To print a copy of the report, click the browser **[Print]** icon.

Docket Activity

This module demonstrates the steps to take to create a Docket Activity Report in the CM/ECF system. This report is used to identify and track activity in cases by event(s).

STEP 1 Click the Reports hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.

– Click the Docket Activity hypertext link.

STEP 3 The **Docket Activity Options** screen displays. **(See Figure 21)**

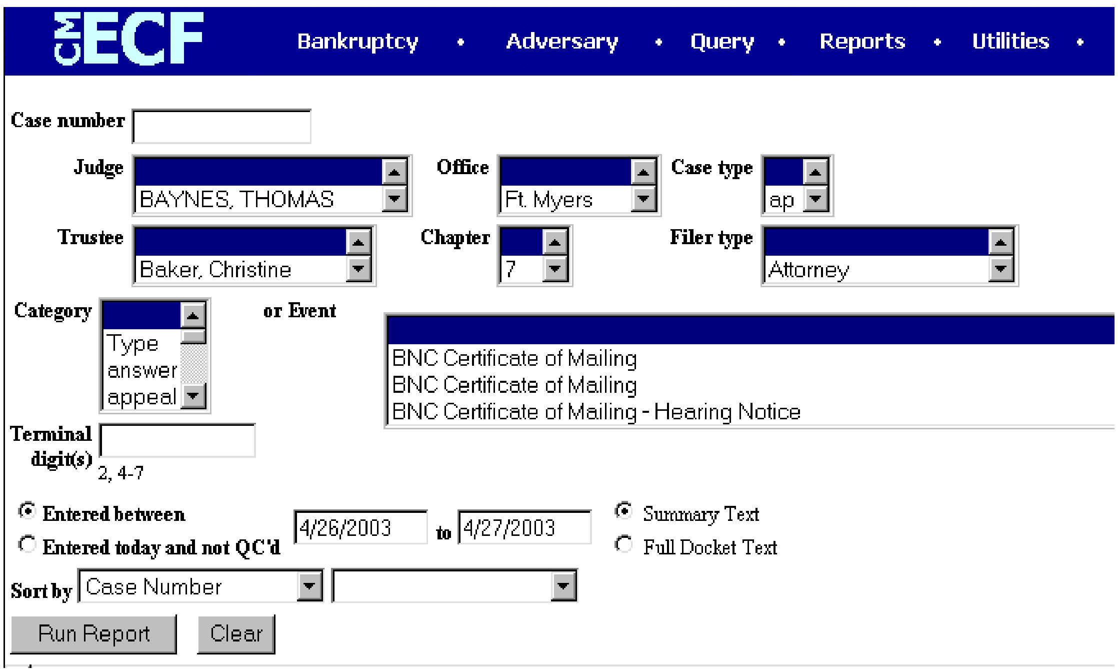


Figure 21

– Enter the complete **Case Number** (office code-yy-[bk or ap]-nnnnn). You can leave this field blank to search for multiple cases.

– The **Judge** category defaults to "blank" which means "all" Judges will be included in the report. You can limit the search to a specific Judge by clicking on the down arrow – to select the Judge. You may select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.

- The **Office** defaults to ‘blank’ which means ‘all’ Offices will be included in the report. If you wish to limit the report to a specific Office, click the down arrow – to select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on the additional Offices.

- The **Case Type** defaults to ‘blank’ which means ‘all’ Case Types will be included. If you wish to limit the report to a specific Case Type, click the down arrow – to find and select the Case Type. You may select more than one Case Type by holding down the **[Ctrl]** key and clicking on the Case Type choices.

- The **Trustee** defaults to ‘blank’ which means ‘all’ Trustees will be included. If you wish to limit the report to a specific Trustees, click the down arrow – to find and select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on additional Trustee names.

- The **Chapter** defaults to ‘blank’ which means ‘all’ Chapters will be included. If you wish to limit the report to a specific Chapter, click the down arrow – to find and select the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on the Chapter numbers.

- The **Filer Type** category defaults to ‘blank’ which means ‘all’ filer types will be included. If you wish to limit the report to a specific filer click the down arrow – to find and select the filer. You may select more than one filer by holding down the **[Ctrl]** key and clicking on the filer types.

- The **Category** defaults to ‘blank’ which means ‘all’ categories will be included. If you wish to limit the report to a specific category click the down arrow – to select the category. You may select more than one category by holding down the **[Ctrl]** key and clicking on the categories.

- The **Event** defaults to ‘blank’ which means ‘all’ event types will be included. If you wish to limit the report to a specific event click the down arrow – and select the event. You may select more than one event by holding down the **[Ctrl]** key and clicking on the events.

- The **Terminal Digits** field is available if you wish to limit the report to a specific terminal digit(s).

- **Entered** radio button is the default. This limits the report to case(s) entered on the system during a specific period of time.

- **Entered today and not Qc’d** - Currently not used.

– The report can be run with **Summary Text** or **Full Docket Text.**

– Click the down arrow – to reveal the list of options in the **Sort By** field.

– When all selections are correct, click **[Run Report]** to continue.

Note: To return to the original defaults and begin again, click **[Clear]**.

STEP 4 The **Docket Activity Report** displays. **(See Figure 22)**

Docket Activity Report

U.S. Bankruptcy Court -- Middle District of Florida

Report Period: 9/25/2002 - 9/25/2002

Case Number/Title Office	Doc Id	Date Entered/Filed	Category/ Event	Judge/ Trustee	Notes
8:02-bk-00051-TEB Marlo Thomas *Office:* 8	1	*Entered:* 09/25/2002 10:35:06 *Filed:* 09/25/2002	*Category:* misc	*Trustee:* Smith	*Subm. by:* *Chapter:* 7 *Type:* bk *Group:*
Docket Text for above misc: Voluntary Petition under Chapter 7. Receipt Number cc, Fee Amount $200 Filed by Daniel J. Herman on behalf of Marlo Thomas. (Delamater, Connie)					

Figure 22

– To print a copy of the report, click the browser **[Print]** icon.

Claims Activity

This module demonstrates the steps to take to create a Claims Activity Report in the CM/ECF system. This report is used to identify newly filed claims.

STEP 1 Click the Reports hypertext link on the CM/ECF main menu.

STEP 2 The **Reports Menu** screen displays.

– Click the Claims Activity hypertext link.

STEP 3 The **Claims Activity Options** screen displays. **(See Figure 23)**

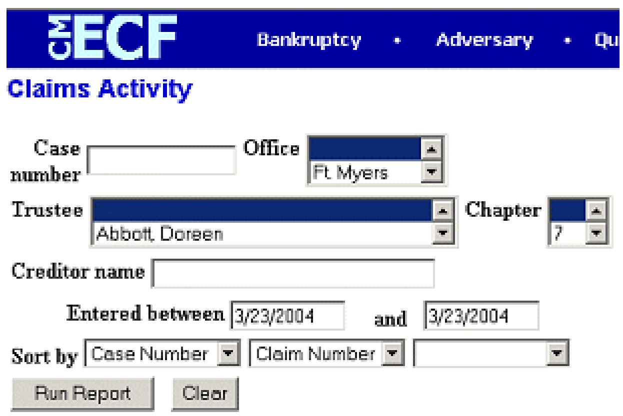


Figure 23

– Enter the complete **Case Number** (office code-yy-[bk or ap]-nnnnn). You can leave this field blank to search for multiple cases.

– The **Office** defaults to 'blank' which means 'all' Offices will be included in the report. If you wish to limit the report to a specific Office, click the down arrow – to select the Office. You may select more than one Office by holding down the **[Ctrl]** key and clicking on the additional Offices.

– The **Trustee** defaults to 'blank' which means 'all' Trustees will be included. If you wish to limit the report to a specific Trustees, click the down arrow – to find and select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on additional Trustee names.

- The **Chapter** defaults to 'blank' which means 'all' Chapters will be included. If you wish to limit the report to a specific Chapter, click the down arrow – to find and select the Chapter. You may select more than one Chapter by holding down the **[Ctrl]** key and clicking on the Chapter numbers.

- The **Creditor Name** field is available if you wish to limit the report to a specific creditor.

- The **Entered between** field defaults to the current date. If you wish to limit the report to a specific date range, you will need to change the dates.

- Click the down arrow – to reveal the list of options in the **Sort By** fields.

- When all selections are correct, click **[Run Report]** to continue.

Note: To return to the original defaults and begin again, click **[Clear]**.

Step 4 The **Claims Activity Report** displays. **(See Figure 24)**

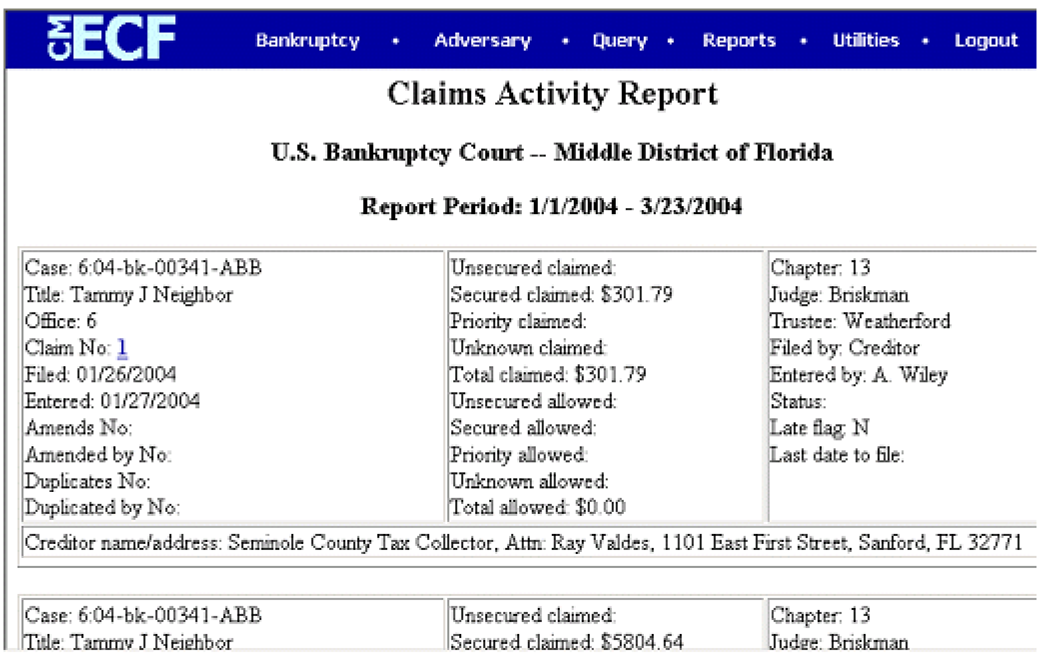


Figure 24

- To print a copy of the report, click the browser **[Print]** icon.

ECF Activity

This module demonstrates the steps to take to display or print an ECF Activity Report. This report allows attorneys and trustees to check what notices he/she should have received via Notices of Electronic Filing. It provides the case number (link to docket report), document (link to image) and docket text for all e-mails sent on one day. There is the normal charge through PACER for these hyperlinks, but there is no charge for the report. If the user has more than one login (attorney and also a trustee, for example), they can log in and run the report for each login. This report is useful if you are unable to receive your e-mail for any period of time. **Please contact a member of the Help Desk for the Attorney/Trustee Prid Number.**

Note: We ask that you do not run reports between the hours of 10:00 AM and 3:00 PM. This is the heaviest processing time and will slow the system for both you and the Clerk's office.

STEP 1 Click the Reports hypertext link on the CM/ECF Main Menu.

STEP 2 The **Reports Menu** screen displays.

- Click the ECF Activity hypertext link.

STEP 3 The **ECF Activity** screen displays. **(See Figure 25)**

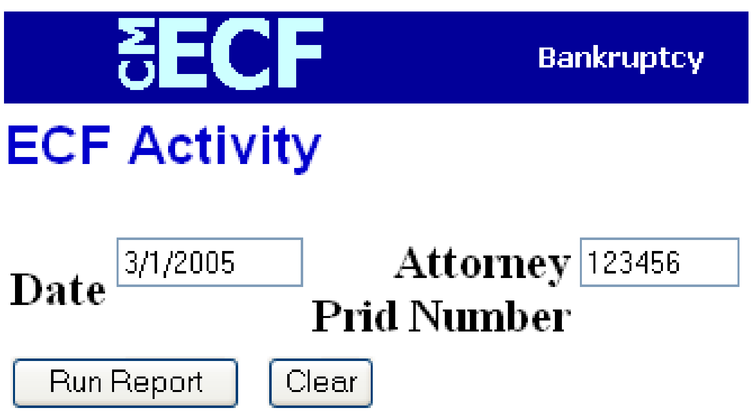


Figure 25

- Enter the **Date** of the activity you are seeking.
- Enter the **Attorney Prid Number** you obtained from the Help Desk and click **[Run Report]**.

Step 4 The **Summary of ECF Activity Report** displays. **(See Figure 26)**

Figure 26

– To print a copy of the report, click the browser **[Print]** icon.

341 Meeting Calendar

This module demonstrates the steps to take to generate a 341 Meeting Calendar Report in the CM/ECF system.

STEP 1 Click the Reports hyperlink on the CM/ECF Main Menu.

STEP 2 The **Reports** screen displays.

– Select the 341 Meeting Calendar hyperlink.

STEP 3 The **Daily Calendar** screen displays. **(See Figure 27)**

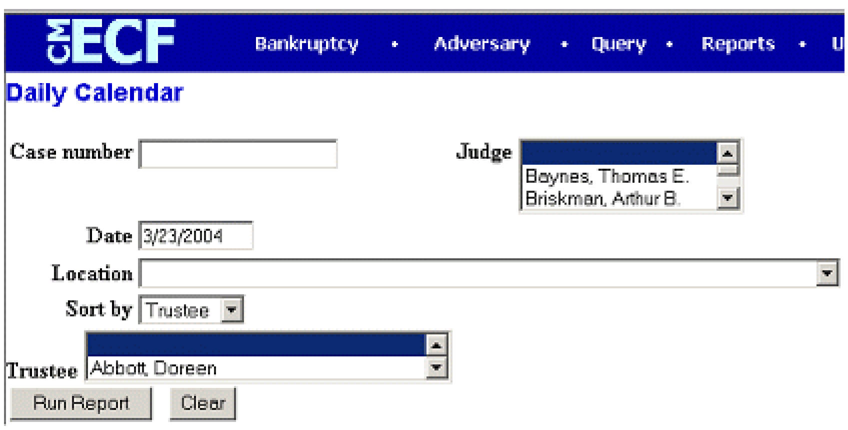


Figure 27

– Enter the complete **Case Number** (office code-yy-bk-nnnnn). You can leave this field blank to search for multiple cases.

– The **Judge** category defaults to "blank" which means "all" Judges will be included in the report. You can limit the search to a specific Judge by clicking on the down arrow – to select the Judge. You may select more than one Judge by holding down the **[Ctrl]** key and clicking on additional Judge names.

– The **Date** field defaults to the current date. Enter the appropriate date.

- The **Location** field can be used to limit the report to only one location. If you wish to limit the report to a specific location, click the down arrow **–** to select the location. You may select more than one location by holding down the **[Ctrl]** key and clicking on the additional locations.

- The **Sort by** field defaults to Trustee. Click the down arrow **–** to reveal the list of other options for report sorting:

  Trustee

  Location

- The **Trustee** field defaults to "blank" which means "all" Trustees will be included in the 341 Meeting Report. If you wish to limit the report to a specific Trustee, click the down arrow **–** to select the Trustee. You may select more than one Trustee by holding down the **[Ctrl]** key and clicking on the additional Trustees.

  Note: To return to the original defaults and begin again, click **[Clear]**.

- Click **[Run Report]** to generate the 341 Meeting Calendar report.

STEP 4 The **341 Meeting Calendar** screen displays. **(See Figure 28)**

Figure 28

To print a copy of the report, click the browser **[Print]** icon.

Calendar Events

This menu item is reserved for future use and the information contained in this report is not accurate at this time.

Calendar - Daily

This menu item is reserved for future use and the information contained in this report is not accurate at this time.